BTEC International Level 3 Subsidiary Diploma (360 GLH) in Travel and Tourism: Sample One-year Delivery Plan

Audience

This document is aimed at supporting tutors and those delivering BTEC International Level 3 Subsidiary Diploma from April 2020.

Introduction

Clear unit planning and understanding of key deadlines are essential for a successful delivery programme. We have produced a sample Delivery Plan showing how the BTEC International Level 3 Subsidiary Diploma in Travel and Tourism could be delivered over one year, highlighting assessment milestones and indicating where you can teach units holistically.

Key sections

The document focuses on key dates to plan around and an example of how a Level 3 Subsidiary Diploma in Travel and Tourism can be structured, set out in the three sections below:

Section 1: Guide to key dates
A guide setting out the key activities and requirements for course delivery alongside dates and links to further information

Section 2: Sample one-year plan – delivery chart
A chart setting out the key deliverables against chosen units

Section 3: Sample one-year plan – detailed rationale
An in-depth rationale and explanation as to how the suggested plan was structured

Further support can be found within the relevant specification on Pearson's website: https://qualifications.pearson.com/en/qualifications/btec-international-level-3/travel-and-tourism.html

Below is an overview of how wider support also links to this document.

Support	Purpose
Delivery Guides	A companion to your BTEC International Level 3 Subsidiary Diploma in Travel and Tourism specification, Authorised Assignment Briefs (AABs) and sample Pearson set assignments. They contain ideas for teaching and learning, including practical activities, realistic scenarios, ways of involving employers in delivery, ways of managing independent learning and how to approach assessments. The aim of these guides is to show how the specification content might work in practice, and to inspire you to start thinking about different ways to deliver your course.
Authorised Assignment Briefs	These give scenarios and teaching plans for each unit, to be used either as they are set out, or to inform your own planning.
Schemes of Work	These demonstrate how the unit content can be covered in the GLH, while giving lesson ideas and highlighting links to other units to help you plan your teaching.

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Section 1: Guide to key dates

Action	Description	Resource/reference
Assessment plan	An assessment plan must be in place to demonstrate that sufficient time is available to deliver and assess all the required units in a timely manner. More than one plan may be required if there are different groups working at different speeds.	Assessment plans are available on the Pearson website: https://qualifications.pearson.com/en/support/Services/myBTEC/how-to-use-mybtec/assessment-plans.html
Assignment briefs	Assignment briefs should be internally verified to ensure they are fit for purpose and the equipment, resources and staff expertise will be available. This is not required for Pearson set assignment units.	Authorised assignment briefs are available on the Pearson website.
Learner induction	A short period of induction is strongly recommended to ensure learners are familiar with the programme and its requirements. Plagiarism, referencing, time management skills, importance of meeting deadlines and centre policies should be covered.	
Register your learners	Learner registrations need to be made by the deadlines on our website. This will trigger the allocation of a Standards Verifier and support for your centre.	Edexcel Online
Allocation of Standards Verifier	The Standards Verifier should cover BTEC International Level 3 Travel and Tourism programmes. They will need to see the assessment plan(s) and will agree a sampling schedule with the centre. They are available to give you support and guidance.	The details of the Standards Verifier will be emailed to the Quality Nominee at the centre. Please ensure the Quality Nominee details registered with Pearson are accurate.
Internally assessed unit(s) completed	The internally assessed unit needs to have been sampled and reported prior to the end of teaching for the year.	A guide to Standards is available. .
Second sampling completed	Second sampling of internally assessed units that were not released for certification must be complete by the end of teaching for the year.	

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Section 2: Sample one-year plan – delivery chart for BTEC International Level 3 Subsidiary Diploma from April 2020

This plan is intended to be used as guidance.

Key

R = Revision for assessment

INT = Internal assessment

				TERM 1												
Unit	**Unit title**	**Guided learning hours**	**Assessment method**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**
4	Customer Service in Travel and Tourism	90	INT MANDATORY													
1	The World of Travel and Tourism	90	INT SET													
		12 hours per week														

				TERM 2												
Unit	**Unit title**	**Guided learning hours**	**Assessment method**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**
13	Work Experience in Travel and Tourism (Wk 16 onwards)	60	INT	**R** (For Unit 1)	**INT** (Unit 1)											
9*	Visitor Attractions	60	INT													
		12 hours per week														

*Alternatively you may consider one of the following (60 GLH) internally assessed units: 6 Specialist Tourism, 7 Sustainable Tourism, 8 The Airport Experience, 10 Global and Domestic Passenger Transport, 12 Working Overseas, 14 The Cruise Industry, 15 Recruitment and Selection in Travel and Tourism. You may also consider Unit 16: My Country as a Tourist Destination (90GLH).

				TERM 3												
Unit	**Unit title**	**Guided learning hours**	**Assessment method**	**27**	**28**	**29**	**30**	**31**	**32**	**33**	**34**	**35**	**36**	**37**	**38**	**39**
Opportunity to **resit** Unit 1: The World of Travel and Tourism – if required							**INT**									
11	Events, Conferences and Exhibitions for the Travel and Tourism Industry	60	INT													
		12 hours per week														

Section 3: Sample one-year plan – detailed rationale

Overview

The BTEC International Level 3 Subsidiary Diploma from April 2020 suggests 360 guided learning hours (GLH) and comprises two mandatory units. The qualification structure states which are the mandatory and optional units, and is listed in the qualification specification. Learners must complete and achieve a pass grade or above for both mandatory units. Learners must complete at least two optional units.

The sample Delivery Plan is based on the qualification being delivered over one year, with lesson times totalling 12 hours per week.

If your centre is subject to Standards Verification, your Standards Verifier will confirm sampling arrangements with you in order to meet the first sampling deadline. The sample Delivery Plan ensures that *Unit 9: Visitor Attractions* will be available for first sampling. In addition, *Unit 11: Events, Conferences and Exhibitions for the Travel and Tourism Industry* will be completed in time for the end of June, which is the second sampling deadline (should this be required). It is important that you have at least one completed unit ready for Standards Verification to take place by the end of May.

Involving employers in the assessment/delivery

There is no compulsory requirement for a work experience placement within the qualification. All units lend themselves to a range of travel and tourism industry employer involvement – for example, in the form of an educational visit, guest speaker, focus group or case study.

Which units are assessed with Pearson set assignments?

Units 1 and 2 will be assessed by a Pearson set assignment. The assignment will be available from October. The assignment can be taken at any time in the year. The evidence can be resubmitted once. Any resit student must resit a new assignment.

Internal mandatory units

- *Unit 4: Customer Service in Travel and Tourism.* Learners focus on exploring and applying ways of managing internal and external customer experience to support organisational success and to develop customer service skills.

Suggestions for which units to teach

- *Unit 1: The Travel and Tourism Industry*. As this is an introductory unit that links to all other units in the qualification, it will be delivered from the outset of the learners' studies in order to give a sturdy foundation on which to build further knowledge and understanding.
- *Unit 3: Marketing Travel and Tourism to Domestic and International Customers.* This is a synoptic assessment, so learners will be required to apply learning from across the qualification. Pearson suggests that, when delivering the unit, centres should encourage learners to draw on their broader learning so that they will be prepared for the assessment. It is acknowledged that learners tend to perform best when synoptic assessments are taken towards the end of the programme.
- *Unit 11: Events, Conferences and Exhibitions for the Travel and Tourism Industry.* This unit has been scheduled for a 'short and fat' delivery towards the end of the qualification as it is felt that the learners' creativity and organisational skills will be utilised, maintaining their interest at a time when they may be tiring of their studies. As there are many opportunities to study the planning of conferences, events and exhibitions at higher education establishments, this unit will be well positioned to maintain interest.

Centres are encouraged to timetable a period of induction for learners at the start of the programme. This should include information on topics such as the structure of the units, how to use an assignment brief, the importance of command verbs, how to work to meet deadlines, the consequences of not meeting deadlines, how to reference work and the importance of evidence submitted for assessment being independently produced, valid and authentic. Centre policies on malpractice and plagiarism should be explained.

NB: Internally assessed units can be sampled only when all learners have completed the unit, and when resubmissions have occurred, been assessed and been internally verified

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